



King County
 Department of Development
 and Environmental Services
 900 Oakesdale Avenue Southwest
 Renton, WA 98057-5212
 206-296-6600 TTY 206-296-7217

NOTICE: CHANGE TO CONDITIONAL USE PERMIT*, CRITICAL AREA ALTERATION EXCEPTION, AND REASONABLE USE EXCEPTION PRE-APPLICATION PROCESS

For alternate formats, call 206-296-6600.

Best to print on legal (8 ½ x 14") paper.

This notice is to advise you of changes to the pre-application process for the review of Conditional Use Permit*, Critical Area Alteration Exception, and Reasonable Use Exception permit applications in unincorporated King County. This new process will take effect on November 3, 2008.

The Department of Development and Environmental Services (DDES) will initiate a new pre-application process for Conditional Use Permit (CUP*), Critical Area Alteration Exception (CAAE) and Reasonable Use Exception (RUE) applications. This new process will include the following three steps:

- **Step 1 – Informational Meeting** – If, after meeting with a Land Use Coordinator at the DDES Permit Service Center to get basic information about a parcel of property in unincorporated King County, an individual is considering filing a CUP*, CAAE or RUE application, *Step 1* will be attending an *Informational Meeting*, which includes a PowerPoint presentation. At the meeting, individuals will receive a basic overview of the CUP*, CAAE or RUE process, i.e., the review process, the average cost for the review, application submittal requirements, time frames, etc. Attending this meeting will be a pre-requisite to proceeding to *Step 2* of the pre-application process, and is required for all CUP*, CAAE and RUE applicants. Beginning November 3, 2008, applicants should contact Chad Tibbits (206-296-7194 or e-mail chad.tibbits@kingcounty.gov) to schedule an *Informational Meeting*. There will be no charge for Step 1.
- **Step 2 – Pre-Application/Feasibility Meeting** – At this meeting, the CUP*, CAAE or RUE process will be discussed in more detail, as well as site-specific issues. To schedule this meeting, applicants will be required to submit a written description of the proposal; 5 copies of a proposed site plan drawn to scale showing geographic features such as adjacent streets and the approximate location of existing and proposed buildings and critical areas (for the CUP* - if any are known to be present); supporting studies (if any); a list of issues and questions; and a monetary deposit. The applicant will be required to attend this meeting *with* the applicant's representative (if any). At this meeting, County staff will provide detailed written comments on the proposal. Application packages for a *Pre-Application/Feasibility Meeting* will be available at the Permit Service Center, or find the CUP*, CAAE and RUE application packets online at www.kingcounty.gov/permits. The application package for the *Pre-Application/Feasibility Meeting* must be submitted in person. Attendance at the *Pre-Application/Feasibility Meeting* is required before proceeding to *Step 3* described below and the filing of a CUP*, CAAE or RUE application. Review fees will be charged for this meeting.
- **Step 3 – Application Review Meeting** - The purpose of this meeting is to review the actual application documents before their submittal to determine if they meet submittal requirements. To schedule this meeting, all application documents must be submitted with the meeting request. County staff will visit the site before the meeting, and a fee quote for DDES fees for the review of the application through *Preliminary Approval* will be provided at the meeting. Beginning November 3, 2008, written requests for scheduling an *Application Review Meeting* for a CUP*, CAAE, or RUE must be submitted to Chad Tibbits (206-296-7194). Please contact him to schedule a time for the receipt of your submittal. *Step 3* must be completed before submitting a CUP*, CAAE or RUE application. Review fees will be charged for this meeting.

Please contact Chad Tibbits at 206-296-7194 or e-mail chad.tibbits@kingcounty.gov if you have questions.

***The 3-step pre-application process does NOT apply to communication facility applications.**

Check out the DDES Web site at www.kingcounty.gov/permits